

OFFICE OF THE MAYOR
ADMINISTRATIVE ORDER 2004 - 01

**AN ADMINISTRATIVE ORDER ESTABLISHING A
CITY OF ATLANTA POLICY FOR CITY
EQUIPMENT.**

WHEREAS, the City of Atlanta is entrusted with the responsibility of administering and utilizing public funds and resources efficiently; and

WHEREAS, the City of Atlanta and its employees must ensure that equipment is utilized in a cost effective and responsible manner for the sole purpose of providing efficient services to the citizens of the City of Atlanta; and

WHEREAS, a citywide equipment policy will ensure that all City of Atlanta equipment is subject to management controls as it is used or maintained by City of Atlanta employees; and

WHEREAS, it is the intent of this policy to further foster and cultivate City of Atlanta employees to maintain City owned equipment in a reasonable and responsible manner; and

WHEREAS, the City of Atlanta's Compliance Committee and the Mayor's Cabinet developed this policy to set forth the overall rules for management of equipment within all City of Atlanta departments, bureaus, offices and agencies and to prescribe the duties, functions, and accountability of all City of Atlanta employees and their responsibility for city equipment in their care, control, or custody.

NOW, THEREFORE, BY THE POWER VESTED IN ME, AS MAYOR OF THE CITY OF ATLANTA, pursuant to the City of Atlanta Charter, 1996 Ga. Laws, p. 4469 *et seq.*, Section 3-104 and Section 2-182 of the Code of Ordinances of the City of Atlanta, Georgia, it is hereby ordered as follows:

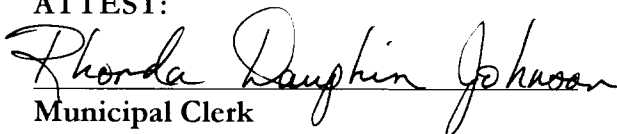
Section 1: The *Policy for City Equipment* attached hereto as Exhibit "A" is hereby enacted as the overall policy for management of equipment within all City of Atlanta departments, bureaus, offices and agencies.

Section 2: This administrative Order will be effective on April 26, 2004 and shall remain effective until rescinded by the Mayor.

SO ORDERED, this 26th day of April, 2004.


SHIRLEY FRANKLIN, Mayor
City of Atlanta

ATTEST:


Municipal Clerk

CITY OF ATLANTA



POLICY FOR CITY EQUIPMENT



CITY OF ATLANTA POLICY FOR CITY EQUIPMENT

1. GENERAL

As a public employer and as public employees entrusted with the responsibility of administering public funds efficiently, the City of Atlanta and its employees must ensure that equipment is utilized in a cost effective and responsible manner for the sole purpose of providing efficient services to the citizens of the City of Atlanta. Accordingly, all City of Atlanta equipment is subject to management controls as it is used or maintained by City of Atlanta employees.

This *Policy for City Equipment* sets forth the overall rules for management of equipment within all City of Atlanta departments, bureaus, offices and agencies and prescribes the duties, functions, and accountability of all City of Atlanta employees and their responsibility for city equipment in their care, control, or custody. This policy is the overall City policy; however, each Department Head may adapt its practices in a manner that best suits its particular needs. Such modification will not relieve the Department Head of compliance with the intent of this policy, which is to maintain City owned equipment in a reasonable manner. In the event that this Policy conflicts with the provisions of the Code of Ordinances of the City of Atlanta, Georgia, the provisions of the Code of Ordinances of the City of Atlanta, Georgia shall prevail.

2. DISTRIBUTION OF POLICY

All City of Atlanta Department Heads are responsible for the distribution of this policy to all employees in the department. In addition, each Department Head is responsible for creating and distributing any specific procedures to be applied to his/her department regarding the duties, functions, and accountability of his/her respective departmental employees and their responsibility for city equipment in their care, control, or custody and for properly training all personnel who are entrusted with City equipment. In the event that the Chief Operating Officer determines that a City wide procedure relating to certain types of equipment is appropriate (e.g., computer equipment), he/she will create and distribute such a procedure or appoint a Department Head to do so.

3. DEFINITION OF EQUIPMENT

For purposes of this policy, *equipment* is defined as any possession owned, maintained or controlled by the City of Atlanta and entrusted to a City of Atlanta employee. Equipment as defined in this policy does not include motorized vehicles, real property, nor does it include consumable items. Consumable item is defined as any possession owned, maintained or controlled by the City of Atlanta that does not have an estimated useful life of more than one year and has a replacement value of less than two hundred and fifty dollars.



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4. EMPLOYEE LIABILITY

All City of Atlanta employees shall be financially liable for the loss, damage, or destruction to equipment under their care, custody, or control if the loss, damage, or destruction results from the employee's gross negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and obtain appropriate service for the equipment. The determination of an employee's liability for loss, damage or destruction will be made by the Department Head in conjunction with an appropriate investigation into the actions that resulted in the loss, damage or destruction.

5. EMPLOYEE RESPONSIBILITY

All employees are responsible for using City of Atlanta equipment exclusively for city purposes and to exercise reasonable care for its safekeeping. The term *reasonable care* means that, at a minimum, steps must be taken to:

- Maintain the equipment in an acceptable manner;
- Ensure the security of the equipment;
- Ensure that equipment can be located at any time requested; and
- Ensure that proper records are maintained regarding the person responsible for the equipment.

At no time may equipment be used for personal benefit or personal gain.

6. MAINTENANCE AND OPERATION OF EQUIPMENT

The Department Head or his/her designee shall be responsible for distributing maintenance procedures, schedules and checklists to their respective employees, as the Department Head shall determine are appropriate, regarding all departmental equipment assigned to the employee. Employees shall adhere to and observe all maintenance procedures, schedules and checklists to ensure that such equipment is operated safely and appropriately at all times.

As a precaution, all employees shall ensure that liquids and food items remain a safe distance away from all electrical equipment, including but not limited to personal computers, typewriters, calculators, storage media, data processors, and communications equipment.

7. ASSIGNMENT OF EQUIPMENT

Each Department Head shall determine an appropriate procedure for the assignment and management of equipment. When determining what procedure to use, the



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Department Head shall take into account the value of the equipment, where and how the equipment is used, the likelihood of loss, damage or destruction, and the need to track the equipment on an individual basis.

Acceptable methods for tracking equipment may include the following:

- A procedure whereby all equipment is assigned in writing to the employee who uses or has operational control of it, even for a brief period of time. The employee's signature shall indicate that the employee is responsible for the equipment and accepts financial liability for the equipment in case the equipment is lost, damaged, or destroyed as a result of the employee's gross negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and service the equipment. The form used to assign the equipment shall include a statement that the employee agrees that, if he/she is determined to be financially liable for the loss, damage or destruction pursuant to this Policy, he/she agrees to reimburse the City, either through direct payment or payroll deduction. The form shall also state that the employee should not entrust the equipment to any other person without the permission of the Department Head or his/her designee.
- A procedure whereby the supervisor is assigned in writing the equipment to be used by a particular crew for the day/week/assignment. The supervisor's signature shall indicate that the supervisor is aware of his/her responsibilities regarding the safeguarding the equipment, his/her responsibility to instruct the employees in how to handle the equipment, and his/her responsibility to return the equipment in appropriate condition at the end of the day/week/assignment.

Any time an employee's equipment is entrusted to a person other than the employee to whom it is assigned, the Department Head or his/her designee may wish to require a written receipt from the person receiving custody of the equipment. This receipt shall state that the financial responsibility for the equipment is transferred to the person receiving custody of the equipment. The receipt should include a detailed list of the property entrusted to the individual, along with a statement of financial liability for loss, damage, or destruction resulting from gross negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain and service the equipment.

When equipment is assigned to an employee for use overnight or during the weekend at some location other than the normal official work area, the Department Head may require the use of a receipt or sign out procedure that describes the purpose of the assignment away from the normal work area and the limits of the use of the equipment during this time.



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An employee's failure or refusal to sign for assigned equipment shall not relieve the employee of responsibility for the equipment, nor relieve them of financial liability for loss, damage, or destruction to the equipment. An employee's refusal to sign for assigned equipment, as determined appropriate by the Department Head, may serve as grounds for disciplinary action in conformance with the Code of Ordinances of the City of Atlanta, Georgia.

8. EQUIPMENT RETURN

If an employee separates from a department, including but not limited to as a result of a transfer to another City of Atlanta department, resignation, retirement or termination, the employee shall return all equipment to the Department Head or his/her designee. Upon such separation, the Department Head or his/her designee shall:

- Obtain a current listing of all equipment assigned to the employee;
- Conduct an inventory of the equipment to verify its location and condition;
- Determine whether equipment assigned to the employee has been lost, damaged or destroyed as a result of the employee's gross negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and service the equipment; and
- Review all computer equipment and arrange with the Department of Information Technology for the proper removal, retention or disposal of electronic documentation pursuant to the City of Atlanta's records retention guidelines.

All assigned equipment shall remain in the physical possession of the department when an employee separates from a department.

9. DUTY TO REPORT

All City of Atlanta employees are required to notify the Department Head or his/her designee within twenty four (24) hours upon discovering that any equipment is lost, damaged, or destroyed.

10. DUTY TO INVESTIGATE

If a Department Head or his/her designee has reasonable cause to believe that any City of Atlanta equipment is missing, damaged, or destroyed through the gross negligence or fault of an employee, the Department Head or his/her designee shall immediately initiate a formal investigation to determine the status of the equipment. This investigation must include, but is not limited to the following:

- Request to employees for any information known concerning the equipment;



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- Conduct a search of the department;
- Identify the person responsible for the equipment;
- Identify the date and place the equipment was last seen;
- Identify the manner in which the loss, damage or destruction occurred;
- Determine if prescribed procedures were adequate to safeguard the equipment;
- Recommend any revisions in procedures that might be required to assist in preventing future losses, damage, or destruction of the same type; and
- Recommendation as to whether an individual or individuals should be held financially accountable.

11. REIMBURSEMENT FOR EQUIPMENT

If an employee is found by the Department Head or his/her designee to have been responsible for loss, damage, or destruction to equipment as a result of the employee's gross negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and service the equipment, such employee shall be required to reimburse the City of Atlanta for the loss, damage, or destruction to the equipment.

The Chief Financial Officer may recover such reimbursements from the employee until the employee's reimbursement obligation is fully satisfied, at a rate not to exceed ten percent of the employee's salary per pay period, via payroll deduction upon receipt of a written request signed by the Department Head. The Chief Financial Officer is further authorized to deduct the full amount of any unpaid reimbursement obligation from the employee's final paycheck if the reimbursement obligation is not fully satisfied on the date of the employee's separation from employment with the City of Atlanta.

12. DETERMINATION OF REIMBURSEMENT

To determine the amount of loss, damage, or destruction, factors such as original acquisition value, age, condition, cost of recent repairs, and estimated fair market value prior to loss, damage, or destruction shall be considered. In determining the reimbursement obligation of an employee as a result of loss, damage, or destruction to equipment, the Department Head or his/her designee shall factor in the degree of culpability of the employee based on the severity of the employee's actions and whether these actions were the result of an intentional or grossly negligent act. The Department Head or his/her designee shall be required to document in writing all value determinations of equipment, along with the factors utilized in determining the reimbursement obligation of an employee as a result of loss, damage, or destruction to equipment. All value determinations shall be attached to the written request submitted to the Chief Financial Officer by the Department Head requesting employee reimbursements via payroll deduction.



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13. APPEAL RIGHTS

All findings of the Department Head or his/her designee regarding reimbursement liability may be appealed to the Chief Operating Officer or his/her designee in writing within five days of such departmental notification to the employee. The Chief Operating Officer's decision shall be final.

14. DISCIPLINARY ACTION

All employees shall be subject to disciplinary action in conformance with the provisions of the Code of Ordinances of the City of Atlanta, Georgia for the loss, damage, or destruction to equipment as a result of the employee's gross negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and service the equipment.

In addition to any disciplinary action imposed for conduct related to the loss, damage, or destruction to equipment, if the employee does not discharge their reimbursement obligation to the City of Atlanta to the satisfaction of the Chief Financial Officer, such failure shall serve as grounds for disciplinary action in conformance with the Code of Ordinances of the City of Atlanta, Georgia.

**SAMPLE
INDIVIDUAL EMPLOYEE
EQUIPMENT ASSIGNMENT FORM**



CITY OF ATLANTA EQUIPMENT ASSIGNMENT FORM

PRIOR TO THE ISSUANCE OF ANY CITY EQUIPMENT, THE FOLLOWING SECTION MUST BE COMPLETED BY THE AUTHORIZED DEPARTMENTAL AGENT RESPONSIBLE FOR EQUIPMENT ASSIGNMENT.

Department Agent: _____
Title: _____

Employee Name: _____
Employee Id No.: _____
Job Title: _____
Department: _____
Bureau: _____
Division: _____
Address: _____
Telephone: _____

DATE	QUANTITY	EQUIPMENT DESCRIPTION	MODEL NUMBER	SERIAL NUMBER	CONDITION

UPON RECEIPT AND ASSIGNMENT OF ANY CITY EQUIPMENT, THE FOLLOWING SECTION SHALL BE READ AND SIGNED BY THE RECEIVING EMPLOYEE.

I hereby certify that the equipment listed above has been received by me and inspected as to quality and condition. I fully understand that as the authorized assignee of such equipment, I shall be financially liable for the loss, damage, or destruction to such equipment if the loss, damage, or destruction results from my gross negligence, an intentional act, or failure to exercise reasonable care to safeguard, maintain, and obtain appropriate service for the equipment. I fully understand that as the authorized assignee, I am not authorized to entrust such equipment to any other person without the express permission of the Department Head or his/her designee.

I fully understand and agree that if I am determined to be financially liable for the loss, damage or destruction to such equipment, I will reimburse the City of Atlanta, either through direct lump sum payment or payroll deduction. In the event I am unable to provide reimbursement in a direct lump sum payment, I understand and agree that the Chief Financial Officer may recover such reimbursements via payroll deduction until the reimbursement obligation is fully satisfied.

Employee Signature

Date

**SAMPLE
CREW SUPERVISOR
EQUIPMENT ASSIGNMENT FORM**



CITY OF ATLANTA EQUIPMENT ASSIGNMENT FORM

PRIOR TO THE ISSUANCE OF ANY CITY EQUIPMENT, THE FOLLOWING SECTION MUST BE COMPLETED BY THE AUTHORIZED DEPARTMENTAL AGENT RESPONSIBLE FOR EQUIPMENT ASSIGNMENT.

Department Agent: _____

Title: _____

Employee: _____

Employee Id No.: _____

Job Title: _____

Department: _____

Bureau: _____

Division: _____

Address: _____

Telephone: _____

DATE	QUANTITY	EQUIPMENT DESCRIPTION	MODEL NUMBER	SERIAL NUMBER	CONDITION

UPON RECEIPT AND ASSIGNMENT OF ANY CITY EQUIPMENT, THE FOLLOWING SECTION SHALL BE READ AND SIGNED BY THE RECEIVING SUPERVISOR.

I hereby certify that the equipment listed above has been received by me in my capacity as a work crew supervisor and inspected as to quality and condition on behalf of my assigned work crew. I fully understand that as the authorized assignee and supervisor of such equipment, I have the responsibility to advise all members of my work crew regarding the safeguarding of such equipment, the procedures for appropriately handling the equipment, and the requirement that all equipment be returned in an acceptable condition at the end of all assignments. I further understand that I am responsible for advising my assigned work crew that all employees shall be financially liable for the loss, damage, or destruction to such equipment if the loss, damage, or destruction results from their gross negligence, an intentional act, or failure to exercise reasonable care to safeguard, maintain, and obtain appropriate service for the equipment. I fully understand that as the authorized assignee, I am not authorized to entrust such equipment to any other person outside of my assigned work crew without the express permission of the Department Head or his/her designee.

Employee Signature

Date

RECEIVED

APR 26 2004

MUNICIPAL CLERK